

Message

From: Basinger, David [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6076CE19461646669FF9F3017CCF04C0-DBASINGE]
Sent: 9/24/2018 4:38:23 PM
To: Cox, John [Cox.John@epa.gov]; Stevens, Edie [Stevens.Edie@epa.gov]
CC: Mia, Marcia [Mia.Marcia@epa.gov]; Kaminer, Joan [Kaminer.Joan@epa.gov]
Subject: RE: FOIA - PBI Substantiation Process Next Steps
Attachments: RE: Oil and Gas FOIA's - NEXT STEP - CBI Substantiations - Session 2

I was out on leave, back today. I had shared a short summary of the 11th (session 2) call with our FOIA office which basically states that I'm not aware of anything additional our region needs to do on this.

I've reattached the email chain from September 12th; I'm still waiting for a response.

Dave Basinger, Environmental Engineer
office 415.972.3506 | fax 415.947.3519 (include name and mail code)
Air & TRI Enforcement, Enforcement Division, Mail Code ENF-2-1
please consider the environment before printing this

From: Cox, John
Sent: Tuesday, September 18, 2018 2:36 PM
To: Basinger, David <Basinger.David@epa.gov>; Stevens, Edie <Stevens.Edie@epa.gov>
Cc: Mia, Marcia <Mia.Marcia@epa.gov>; Kaminer, Joan <Kaminer.Joan@epa.gov>
Subject: FOIA - PBI Substantiation Process Next Steps

Hi everyone,

During our last meeting on Thursday, 9/13, when doing attendance I did not catch anyone from R7 or R9. I apologize if I missed you during roll call. I just wanted to check-in to see if there were any more questions/concerns regarding the next steps for the FOIA PBI substantiation process Joan described (see below). Please don't hesitate to call if you have any questions!

Thanks,

John

John Cox
Office of Compliance/Air Branch
Office of Enforcement and Compliance Assurance
U.S. Environmental Protection Agency
202-564-1395

PBI (CBI) Substantiation Process – NEXT STEPS

1. Joan Kaminer/OGC will send task assignments to each region from the PBI case in FOIAonline
 - a. Please email Joan Kaminer if your region would like to be tasked and who to task
2. Modify draft substantiation letter
 - a. Input the individual companies contact information and other highlighted information
3. Mail substantiation letters certified mail by 9/28/2018

- a. Retain the certified mail slip
4. Call and email the company two days prior to the response deadline to provide a reminder that the substantiation responses are due
5. Any requests for extensions should be forwarded immediately to Joan Kaminer/OGC
6. If a company fails to respond to substantiation letter:
 - a. Email Joan Kaminer/OGC the following:
 - i. Copy of signed substantiation letter
 - ii. Copy of the certified mail form
 - iii. Copy of the email reminder
 - b. I will then send a waiver letter to each company that failed to respond
 - c. Records related to that company will then be handled by the FEAT FOIA process
7. If a company replies notifying EPA they do not intend to claim information as confidential (waive confidentiality)
 - a. Retain the reply with your records
 - b. Records related to that company will then be handled by the FEAT FOIA process
8. If a company provides a substantiation of CBI claims
 - a. Email Joan Kaminer/OGC the following:
 - i. Copy of signed substantiation letter
 - ii. Copy of the company's response
 - iii. Program recommendation (TBD)